

Appendix J

FACING SLIPS AND STRIP LABELS

Preprinted facing slips and strip labels shall be ordered from the USPS Computerized Label Printing Branch. The data to be printed shall conform to the format and content prescribed in DoD 4525.6-H (reference (d)).

PS Form 1578-B shall be submitted (original and one copy only) to:

Topeka Material Distribution Center
U.S. Postal Service
ATTN : Computerized Label Printing Branch
Hwy. 75S at **Montara** Pkwy
Topeka, KS 66624-9502

Requisitions shall be submitted on an "As needed" basis.

INSTRUCTIONS FOR COMPLETING PS FORM 1578-B (Figure J - 1)

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1. Columns 1 through 5: Enter five-digit MPO number.
2. **Coulmn** 9: Enter "S" for facing slips or "L" for slide labels. Facing slips and slide labels shall be ordered separately; therefore, use a separate form-for each category ordered.
3. Column 10: Always enter "N".
4. Column 11: Always enter "B" for bulk.
5. Columns 12 through 37: Enter **APO/FP0**, postmaster of address designation, and the five-digit MPO number. For Navy ships, enter name and hull number.

6. Columns Page, 48 and 49: Identify the number of pages in the requisition. Enter the page number of the form being prepared, the column headed "PAGE", and indicate total number of pages used in columns 48 and 49. If fewer than 10 pages are used, enter "0" in column 48 and the page number in column 49.

7. LABEL COLOR: Check appropriate block.

8. LABEL SIZE: Check appropriate block.

DATA LINES Bottom Section of PS Form 1578-B

9. Columns 18 through 22: Enter quantity of labels requested in multiples of 300, or facing slips in multiples of 500. Always begin with the quantity requested in Column 18.

10. Columns 23 through 42: Refer to DoD 4525.6-H (reference(d)).

11. Columns 43 through 47: Enter destination ZIP code. If ZIP code consists of less than five characters, start in Column 43 and complete remaining columns by entering an "0" (that is, for ZIP code 960, enter "0" in columns 46 and 47).

12. Columns 48 through 73: Enter additional information required by DoD 4525.6-H (reference (d)) (for example, Registered, Contents Defective, Official Headquarters Army, Pentagon).

13. columns 9 to 11: Enter "END" on the line following the last entry in columns 18 through 22 of the last page used.

14. TOTAL BULK: Enter total number of facing slips or strip labels requested.

15. ORDER SHIPPING ADDRESS: Complete MPO mailing address.

16. PHONE NUMBER: Enter FEDSTRIP account and finance numbers.

17. FINANCE NUMBER: Enter assigned finance number.

18. REVIEWED BY SCF/TMSC: Signature and title of MPO supervisor.

19. When ordering labels for empty mailbag equipment, check "DEFECTIVE" or "NONDEFECTIVE", as appropriate, in label type, second line of form.

